

**LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD**  
**Meeting Minutes for August 16, 2018**

Washington State Bar Association  
1325 Fourth Avenue – Suite 600  
Seattle, Washington 98101

**LLLT Board Members in Attendance:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Stephen Crossland | <input checked="" type="checkbox"/> Nancy Ivarinen       |
| <input checked="" type="checkbox"/> Sarah Bove        | <input type="checkbox"/> Andrea Jarmon                   |
| <input checked="" type="checkbox"/> Brenda Cothary    | <input type="checkbox"/> Genevieve Mann                  |
| <input checked="" type="checkbox"/> Greg Dallaire     | <input checked="" type="checkbox"/> Ruth McIntyre        |
| <input type="checkbox"/> Jeanne Dawes                 | <input checked="" type="checkbox"/> Jennifer Petersen    |
| <input type="checkbox"/> Stephanie Delaney            | <input checked="" type="checkbox"/> Amy Riedel           |
| <input type="checkbox"/> Lynn Fleischbein             | <input checked="" type="checkbox"/> Gail Hammer (remote) |

**Staff and Others in Attendance during some or all of the meeting:**

Renata Garcia (Innovative Licensing Programs Manager), Jean McElroy (RSD Associate Director), Jaimie Patneau (LLLT Lead), Doug Ende (Chief Disciplinary Counsel), Geoff Revelle (ATJ liaison), Dan Clark (BOG liaison, remote), Christy Carpenter (FY2019 Board Member), Catherine Brown (FY2019 Board Member), and Kim Kinchen (paralegal student, remote)

**Call to Order / Preliminary Matters**

The meeting was called to order at 1:00 p.m.

- Outreach Update

Sarah Bove advised the Board of a class she is involved in preparing that will be held at the King County Law Library. This class will be recorded and shared with anyone interested and will cover LLLTs and unbundled legal services. Sarah's goal is to get this recording shared at other law libraries and local libraries.

Steve Crossland mentioned he is working on creating a group that will work with LLLTs and attorneys.



Brenda advised Seattle will be hosting the National Federation of Paralegal Association convention October 25<sup>th</sup>-28<sup>th</sup>. WSBA will have a booth at the convention and Steve and Paula Littlewood will be speaking at the convention.

The Board generally discussed making connections with community colleges in other states and Steve discussed the steps for redoubling efforts in this area.

Amy discussed how Whatcom Community College has created a certification of completion for the paralegal courses, and this change allows someone with a Bachelor's degree to take these courses and receive financial aid.

- Approval of Meeting Minutes

The May 10, 2018 meeting minutes were approved.

- Approval of Board Meeting Schedule

The Board approved the meeting schedule for FY19. The Board discussed the agreement made at the Board retreat to adjust the meeting day to every second Monday. The Board changed the November meeting from November 12<sup>th</sup> to November 19<sup>th</sup>.

### **License fee increase for LLLTs**

Steve discussed a letter he has drafted to the Supreme Court regarding the increased license fee for LLLTs. This letter will also discuss the LLLT/LPO seat on the Board of Governors that has not been filled.

### **Staff Report**

- LLLT exam was held on July 23<sup>rd</sup>
- Applications are being accepted for the family law curriculum at the University of Washington
  - Discussion of other outreach options to spread the word to people who qualify for the limited-time waiver

### **Trust Account Report**

Members of this committee need to connect on trust account issue. Steve asked the committee to make a recommendation to the Board at the next board meeting.

### **New Practice Area Discussion**

The Board requested that staff create a chart detailing all substantive comments received related to Consumer, Money and Debt along with a FAQ page on the website we can direct



people to. The Board determined that the people who provided substantive comments should be invited to the next New Practice Area committee meeting to assist with this process.

The family law enhancements comment period was also discussed. Members were advised to encourage contacts to provide comments to the Supreme Court.

### **Board Development Committee Report**

Steve discussed the ATJ meeting and support. He asked Geoff Revelle for clarification on how to respond to the ATJ Board. Geoff suggested gathering more statistics and providing information on what is changing and if there are a significant amount of people interesting in becoming licensed. Geoff explained they are not opposed but would like to see more documentation before a new practice area is requested.

Steve described the committee determining a workgroup is a group of Board Members and public members working together on a specific topic. Committees are considered the long standing groups (exam committee, education committee, etc.) who meet consistently and are comprised of only Board Members. Steve also discussed how the committee determined the best way to set chairs for each committee would be to have an executive committee assign chair positions.

### **Coordinated Discipline Presentation from Jean McElroy, Doug Ende, and Paula Littlewood**

#### **Executive Session**

The Board went into executive session to answer staff questions related to applicant qualifications for enrollment in the Family Law classes at the University of Washington.

#### **Adjournment**

The meeting adjourned at 4:00 p.m.

